



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Jennifer Chancery
Applicant Title: Director
Office Address: 1370 Hwy 22 East
Owenton, Kentucky 40359
Phone Number: 502-484-3450
Email Address: jchancery@owenlibrary.org
Federal ID Number: 61-0476697

Part B: Project Summary

Total Funds Requested: \$ 63,654.06

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The Owen County Public Library would like to digitize and make available to everyone, all historical and genealogical documentation, i.e., microfilm, local newspapers, family history binders and assorted local, county and state historical information.

Owen County, Kentucky has a rich and historically relevant history dating back over 200 years. As the sole repository for all of our historical and genealogical documents, we feel it is our responsibility to safeguard this history for generations to come. This is crucial since these records are not available at any other local agency.

We have staff devoted to compiling genealogy and historical information for people all across the United States.

Digitizing these records and making them available on the World Wide Web would make this information more readily accessible and free up staff time.

The timing of this project would be significant as it would be a special gift to our county in honor of its 200 year Bicentennial.



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Data Records Management Services

Vendor Address: 1400 Husbands Road
Paducah, KY 42002-7256

Vendor Phone and Email: (270) 519-9293 trace.kirkwood@drmsusa.com

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Digitize all existing microfilm - See attached Explanation of Items To Be Digitized - Phase 1	1792-2006		\$31,247
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			\$31,247

Section 2

Vendor Name: Data Records Management Services

Vendor Address: 1400 Husbands Road
Paducah, KY 42002-7256

Vendor Phone and Email: (270) 519-9293 trace.kirkwood@drmsusa.com

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Digitize local newspapers (2006-present) 52 issues annally	2006-Present		\$7,119
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			\$7,119

****Please Attach Additional Sections, if needed.****



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 3

Vendor Name: Data Records Management Services

Vendor Address: 1400 Husbands Road

Paducah, KY 42002-7256

Vendor Phone and Email: (270) 519-9293 trace.kirkwood@drmsusa.com

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Digitize Family History Binders - See Explanation of Items To Be Digitized - Phase 3	N/A	N/A	\$12,350
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			\$12,350

Section 4

Vendor Name: Data Records Management Services

Vendor Address: 1400 Husbands Road

Paducah, KY 42002-7256

Vendor Phone and Email: (270) 519-9293 trace.kirkwood@drmsusa.com

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Digitize Lateral Files - See Explanation of Items To Be Digitized - Phase 4	N/A	N/A	\$12,848
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			\$12,848

****Please Attach Additional Sections, if needed.****



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

We will be responsible for digitizing all records going forward and assuming all costs. We will designate funds in our annual budget for this purpose and personnel to maintain our online presence to keep our information updated as it becomes available. Our local government adheres to all open records policies per the state of Kentucky.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☐ No ☒

Our building was built with fire safety in mind but we are still vulnerable. If any disaster happened, i.e. fire, water, vandalism, etc. all would be lost. Digitization would safeguard our local history no matter the disaster. Information would always be available and paper copies could be reprinted. This would preserve our local history for generations to come.

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



Kentucky Department for Libraries and Archives
Local Records Program

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

This project will give us a copy of all records and they will be available to everyone through the World Wide Web.
This will benefit our community by allowing all persons everywhere to learn about it, its people and its history.
Schools would be able to access historical documents to enhance curriculum. To spread the word,
we will have a permanent link on our website and utilize our local newspaper, flyers, social media, cable television,
as well as host genealogy and history programs geared towards our school-aged children and the general public.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☒ No ☐ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☒ Microfiche ☐ Aperture Cards ☐

Other: photos, loose files, family books

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

See attachment Explanation of Items To Be Digitized

Letters of Support from the Owen County Historical Society and the Kentucky Historical Society



Kentucky Department for Libraries and Archives
Local Records Program

Part D: Certification



Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.



Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.


Authorized Local Government Official

Typed or Printed Name and Title
4/12/2019
Date


Official Custodian of Records

Typed or Printed Name and Title
4/12/2019
Date

Explanation of Items To Be Digitized

PHASE 1

Section 1 – Digitize all existing Microfilm (16 mm and 35 mm)

The following records are contained in 416 individual microfilm reels.

Owen County Census: 1820-1880, 1900-1930 ; Slave Census: 1850-1860

Owen County Court Orders: 1819-1977, 1986-2002

Owen County Deed Books: 1819-2002

Owen County Fiscal Court: 1890-2003

Owen County Marriage Books, Bonds: 1819-2000

Owen County Mortgage Books: 1927-2003

Owen County News Herald: 1905, 1907-1930, 1932-1989, 1991-2006 (Jan.– Jun.)

Owen County Settlement Books: 1869-1977 (Books 1-17)

Owen County Tax Assessments: 1887-1888, 1890-1892, 1896-1901, 1904-1906, 1908-1939, 1942, 1945, 1952-1954, 1959, 1963

Owen County Will Books: 1820-2002

Grant County News: 1906-1913, 1924-1934

Henry County General Index to Wills: 1800-1820

Oldham County Tax Books: 1857-1876

Scott County Deed Books: 1817-1821

Scott County Will Books: 1792-1839

Williamstown Courier: 1880-1924

PHASE 2

Section 2 - Digitize Newspaper records (2006-Current)

Digitization of county newspapers (paper copies) June 2006-Present (52 issues annually)

PHASE 3

Section 3 - Digitize Family History Binders

175 Family binders

PHASE 4

Section 4 – Digitize Lateral Files

2 Horizontal Drawers of Family Files (12" x 40")


2 Horizontal Drawers of Subject Files (12" x 40")

INVITATION FOR BID PROPOSAL

The Owen County Public Library is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for digitization services for our local history department.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services MUST make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made. Failure to do so will forfeit bid opportunities.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than April 5, 2019 to be considered.

 Director
Signature/Title Jennifer Chancery Printed Name 3/8/2019 Date

Local Records program grant materials for bid

Bids must be submitted with sub-totals for each category. Indexing is required in process. Microfilm and other records to be digitized can be taken off-site.

PHASE 1

Section 1 – Digitize all existing Microfilm (16 mm and 35 mm)

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Owen County Court Orders: 1819-1977, 1986-2002

Owen County Deed Books: 1819-2002

Owen County Fiscal Court: 1890-2003

Owen County Marriage Books, Bonds: 1819-2000

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Owen County News Herald: 1905, 1907-1930, 1932-1989, 1991-2006 (Jan.– Jun.)

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Oldham County Tax Books: 1857-1876

Scott County Deed Books: 1817-1821

Scott County Will Books: 1792-1839

Williamstown Courier: 1880-1924

PHASE 2

Section 2 - Digitize Newspaper records (2006-Current)

Digitization of county newspapers (paper copies) June 2006-Present (52 issues annually)

PHASE 3

Section 3 - Digitize Family History Binders

175 Family binders

PHASE 4

Section 4 – Digitize Lateral Files

2 Horizontal Drawers of Family Files (12" x 40")

2 Horizontal Drawers of Subject Files (12" x 40")



April 5, 2019

Jennifer Chancery, Director
Owen County Public Library
1370 Hwy. 22 East
Owenton, KY 40359

Dear Jennifer:

Thank you for the opportunity to earn your business. DRMS, Inc., has served public officials throughout the Commonwealth for more than 16 years. We pride ourselves on serving our customers and producing a high quality product for them.

I've attached our proposal to digitize rolls of microfilm for your library. DRMS will digitize the microfilm and provide your library with images that will make newspapers and public records more accessible to the public.

Look over the proposal, and if you have any questions, feel free to contact me.

Trace Kirkwood
Marketing Manager
DRMS, Inc.
trace.kirkwood@drmsusa.com
270-519-9293



A PROPOSAL TO DIGITIZE MICROFILM FOR THE OWEN COUNTY PUBLIC LIBRARY

DRMS, Inc., will create digital images from the rolls of microfilm at the Owen County Public Library and provide the library with PDF images arranged in a way to enable its staff to integrate them onto its computer system and make them available to the public.

PHASE I

Digitize the Following Microfilmed Newspapers:

45 Rolls	Newspapers	\$ 3,420.00
68 Rolls	Newspapers	\$ 5,168.00
	Indexing (not comprehensive indexing)	\$ 1,000.00
	Shipping and Delivery	\$ 634.00
	Preparation of Film	\$ 800.00
	Total for Newspaper Scanning	\$11,022.00

Digitize the Following Records from Drawer #3:

1 Roll	Marriage Records (parental permissions)	\$ 80.00
3 Rolls	Marriage Records	\$ 228.00
16 Rolls	Marriage Records on 16mm microfilm	\$ 1,216.00
3 Rolls	City of Owenton Records	\$ 228.00
2 Rolls	Marriage Records	\$ 152.00
7 Rolls	Wills	\$ 532.00



Digitize the Following Records from Drawer #4:

6 Rolls	Estate Settlements	\$ 456.00
2 Rolls	Articles of Incorporation	\$ 152.00
9 Rolls	County Court Orders	\$ 684.00

Digitize the Following Deed Records from Drawers #4 and #5:

82 Rolls	Deed Books on 35mm film	\$ 6,232.00
13 Rolls	Deed Books on 16mm film	\$ 1,040.00

Digitize the Following from Drawer #5:

54 Rolls	Tax Assessment Books, 1819-1963	\$ 4,104.00
	Indexing (not comprehensive)	\$ 2,500.00
	Shipping and Delivery	\$ 634.00
	Preparation of Film	\$ 1,987.00
Total Cost of Phase I		\$31,247.00

PHASE II

Digitize Owenton News-Herald Newspapers

624	Issues of the Owenton News-Herald	\$ 2,000.00
	Document Preparation	\$ 1,000.00
	Indexing by Volume and Issue	\$ 831.00
	Per Diem and Staff Travel	\$ 3,288.00
Total Cost for Phase II		\$ 7,119.00



PHASE III

Digitize Family History Binders

Digitize the following:

200	Family Binders	\$ 1,500.00
	Preparation and Indexing	\$ 8,500.00
	Travel and Per Diem	\$ 2,350.00
	Total Cost for Phase III	\$12,350.00

PHASE IV

Digitize four (4) horizontal filing drawers of Family Genealogical Files and Subject files and index (folder) the digital images so that the Owen County Public Library can incorporate them onto their computer system

Digitize the Following:

2	Horizontal Drawers of Family Files	\$ 2,250.00
2	Horizontal Drawers of Subject Files	\$ 2,250.00
	Document Preparation	\$ 3,196.00
	Travel and Per Diem for on-site scanning	\$ 2,652.00
	Indexing of digital images	\$ 2,500.00
	Cost for Section IV	\$12,848.00



A \$10,000.00 deposit is required to schedule the start of this project. Payment is due upon delivery and completion of the project.

Acceptance:

Your acceptance of this proposal constitutes our entire agreement. Proposal is good for 90 days.

Client Signature

Date

Owen County Public Library
Title

1400 Husbands Road
PO Box 7256 Paducah KY 42002-7256
270-443-1610



OWEN COUNTY PUBLIC LIBRARY
PROPOSAL CONVERTING MICROFILM, FILES
AND FAMILY BINDERS TO DIGITAL IMAGES

This proposal includes the work product and consulting services of Software Management LLC/US Imaging. It may not be used or disclosed outside the Owen County Public Library, and may not be duplicated, in whole or in part, for any purpose other than evaluation of this proposal. Disclosure of this proposal to persons outside of the Owen County Public Library may result in billing for these services. This restriction does not limit the Owen County Public Library right to use information contained herein if it is obtained from another source without restriction.

Software Management/US Imaging, Inc. is pleased to present this proposal to create digital records for the Owen County Public Library. Our team will provide the Owen County Public Library with the highest possible quality and accuracy. We thoroughly understand the Counties media, system and requirements.

Phase 1 -Create Digital Images from Film Off-Site

35mm Rollfilm			
209 rolls @	1,000 images per roll		209,000 images
117 rolls @	500 Images per roll		58,500 images
326 rolls @	60 rolls per box		6 boxes
16mm Rollfilm			
90 rolls @	3,000 images per rolls		270,000 images
90 rolls @	90 rolls per box		1 box
537,500 images @	15% poor quality pages		=80,625 poor quality
537,500 images @	400 images per Gigabyte for JPEG		=1,344 GB for JPEG's
537,500 images @	4,000 images per Gigabyte for TIFF		=135 GB for TIFF's
1 Transport @	\$2,500.00 roundtrip transport to scan media		\$ 2,500.00
416 Rolls @	\$5.00 per roll to inspect & prep film		\$ 2,080.00
537,500 images @	\$0.027 per image to scan grayscale JPEG		\$14,512.00
537,500 images @	\$0.01 per image to convert to B&W TIFF		\$ 5,375.00
2 Drives @	\$150.00 per drive		\$ 300.00
1 Drive @	KDLA Copy		\$ 150.00
1 Shipment @	\$25.00 per shipment		\$ 25.00

Total Investment for Phase 1=\$24,942.00

Phase 2- Digitize Newspaper Records**Newspaper Records 2006-Current (23x22)**

688 Issues	@	12.5 pages per Issue	=	8,600 pages
8,600 pages	@	200 Images per Gigabyte for JPEG	=	880 poor quality
8,600 Images	@	2,000 Images per Gigabyte for TIFF	=	5 GB for TIFF's

Stage 1				
1	Transport	@	\$2,500.00 Roundtrip	\$2,500.00**
8,600	Images	@	\$.80 per image to scan	\$6,880.00
8,600	Images	@	\$.02 per image to convert to TIFF	\$ 172.00
2	Drives	@	\$150.00 per Drive	\$ 300.00
1	Shipment	@	\$ 25.00 per shipment	\$ 25.00
Stage 2				
8,600	Images	@	\$.025 per TIFF	\$ 215.00
8,600	Images	@	\$.025 per TIFF to group/Index	\$ 215.00
8,600	Images	@	\$.01 per TIFF to convert to PDF	\$ 86.00

Total for only Digitizing Newspaper Records = \$10,393.00

Digital Imaging Archiving				
8,600	images	@	\$.30 per image to Archive to 35mm film	\$2,580.00
13	Rolls	@	\$22.00 per diazo duplicate	\$ 286.00
1	Box	@	\$25.00 per box shipment	\$ 25.00

Total for Creation of Microfilm = \$2,891.00

If both Digital Images and Creation of Microfilm are wanted Total for Phase 2 = \$13,284.00

****If awarded multiple phases, the \$2,500.00 transport fee will not apply.**

Phase 3-Digitize Family History Binders**Bound Books**

34 Bound Books	@	500 pages per book	=	17,000 pages
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Binders

141 Binders	@	440 pages per book	=	62,000 pages
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79,000 pages	@	10% poor quality pages	=	7,900 poor quality
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79,000 images	@	200 images per Gigabyte for JPEG	=	395 GB for JPEG'S
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79,000 images	@	2,000 images per Gigabyte for TIFF	=	40 GB for TIFF's
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Stage 1

1 Transport	@	\$2,500.00 Roundtrip Transport	=	\$2,500.00**
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17,000 Images	@	.20 per image to scan	=	\$3,400.00
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62,000 Images	@	.14 per image to scan	=	\$8,680.00
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79,000 Images	@	.01 per image to convert to TIFF	=	\$ 790.00
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1 Drive	@	150.00 per Drive	=	\$ 150.00
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1 Shipment	@	25.00 per Drive shipment	=	\$ 25.00
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Total for only Digitizing Family History Binders =\$15,545.00**Digital Imaging Archiving**

79,000 Images	@	3,000 images per roll	=	27 rolls
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79,000 images	@	.025 per image to Archive to 16mm Microfilm	=	\$1,975.00
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27 rolls	@	\$20.00 per diazo duplicate roll	=	\$ 540.00
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1 box	@	\$50.00 per box shipment	=	\$ 50.00
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Total for creation of Microfilm = \$2,565.00**If both Digital Images and Creation of Microfilm are wanted Total for Phase 3 = \$18,110.00******If awarded multiple phases, the \$2,500.00 transport fee will not apply**

Phase 4-Digitize Lateral Files**Bound Books & Magazines**

2	Books @	215 pages per book	=	430 pages
15	Books @	100 pages per book	=	1500 pages

Paper Files from Drawers

200	Folders @	80 pages per folder (Drawer 1)	=	16,000 pages
200	Folders @	80 pages per folder (Drawer 2)	=	16,000 pages
200	Folders @	80 pages per folder (Drawer 4)	=	16,000 pages
200	Folders @	80 pages per folder (Drawer 5)	=	16,000 pages
64,000	pages @	60% pages with backside	=	38,400 backsides

Stage 1

1	Transport @	\$2,500.00 Roundtrip Transport	=	\$2,500.00**
128	Hours @	\$20.00 per hr. to prep paper files to scan	=	\$2,560.00
1,930	Images @	\$0.25 per image to scan	=	\$ 482.50
102,400	Images @	\$0.09 per image to scan	=	\$9,216.00
104,330	Images @	\$0.01 per image to convert to TIFF	=	\$1,043.30
2	Drives @	\$150.00 per drive	=	\$ 300.00
1	Shipment @	\$25.00 per shipment	=	\$ 25.00

Stage 2

104,330	Images @	\$0.015 per TIFF to group & index	=	\$1,564.95
104,330	Images @	\$0.01 per TIFF to convert to PDF	=	\$1,043.30

Total for Only Digitizing Lateral Files =\$18,735.05**Digital Image Archiving**

104,330	Images @	3,000 Images per roll	=	35 rolls
104,330	Images @	.025 per image to Archive to 16mm film	=	\$2,608.25
35	rolls @	\$20.00 per diazo duplicate roll	=	\$ 700.00
2	boxes @	\$50.00 per box shipment	=	\$ 100.00

Total for creation of Microfilm = \$3,408.25

If both Digital Images and Creation of Microfilm are wanted Total for Phase 4 = \$22,143.30

****If awarded multiple phases, the \$2,500.00 transport fee will not apply.**

ACCEPTED BY:
Authorized Representative for
Owen County Public Library

AUTHORIZED SIGNATURE

Honorable Jennifer Chancery
PRINT NAME

Director, Owen County Public Library
TITLE

DATE: _____

If accepted, sign the enclosed unbound copy and return via US Mail or fax ☎ to (502) 266-9447 to:
Software Management, LLC
2011 Cobalt Drive
Louisville, KY 40299

NOTE: Retain this copy in your files for audit purposes

Use or disclosure of data contained herein is restricted in accordance with the provisions contained on the title page of this document. Pricing valid for acceptance through May 31, 2019 based upon component availability.



Response to Bid

Digitization Services

Owen County Public Library, Kentucky

Jennifer Chancery, Library Director

April 3, 2019

Cott Systems, Inc.
2800 Corporate Exchange Dr.
Columbus, Ohio 43231
(800) 234-2688 | www.cottsystems.com

SECTION 3:**Pricing - Phase 1 Digitize Microfilm**

Cott Systems will electronically capture images. Portable media (external USB drive, thumb drive, CD/DVD) will be delivered with images in PDF format within a MS Windows directory. Customer may scroll through the directory to documents and subsequent pages.

1. Microfilm Digitization Service.

- Owen County: Census, Court Orders, Deed Books, Fiscal Court, Marriage Books, Mortgage Books, News Herald, Settlement Books, Tax Assessments, Will Books, Various dates from 1819 to 2006.
- Grant County News, 1906-1913 & 1924-1934.
- Henry County General Index to Wills, 1800-1820.
- Oldham County Tax Books, 1857-1876.
- Scott County Deed Books, 1817-1821.
- Scott County Will books, 1792-1839.
- Williamstown Courier, 1880-1924.

2. Source. Customer provided microfilm (16mm & 35mm).**3. Total Estimated Rolls.** 416.**4. Requirements.**

- Source microfilm provided by the Customer is assumed to be of usable quality, complete and presented in sequence.
- Cott will utilize digitizing settings that apply to the largest majority of the images during the data capture process.
- Cott will provide Quality Control for sequencing and naming of images to match the actual page numbers on the documents whenever possible.
- Based on onsite examination on March 26, 2019.

Fees**\$45,670**

Pricing Authorized by:

Deborah A. Ball
Deborah A. Ball, Chief Executive Officer

Date: 4/3/2019

PLEASE NOTE: The pricing in this offer is valid through 10/3/2019. After this date, this offer will be priced at the current rate.

SECTION 4:**Pricing – Phase 2 Digitize Newspaper Records****cott
systems**

Cott Systems will electronically capture images. Portable media (external USB drive, thumb drive, CD/DVD) will be delivered with images in PDF format within a MS Windows directory. Customer may scroll through directory to documents and subsequent pages.

1. **Scanning Digitization Services.**
 - Newspapers, 2006 to current.
2. **Records Source.** Scanning at Cott Systems.
3. **Total Estimated Images.** 13,104, based on weekly newspapers with an average of 18 pages.
4. **Requirements.**
 - Newspapers provided by the Customer are assumed to be of usable quality, are complete and presented in sequence.
 - Newspapers will be transported to Cott for scanning. Once scanning is complete, Newspapers will be returned to the customer.
 - Cott will utilize digitizing settings that apply to the largest majority of the images during the data capture process.
 - Based on onsite examination on March 26, 2019.

Fees**\$20,045**

Pricing Authorized by: Deborah A. Ball
Deborah A. Ball, Chief Executive Officer

Date 4/3/2019

PLEASE NOTE: The pricing in this offer is valid through 10/3/2019. After this date, this offer will be priced at the current rate.

SECTION 5:**Pricing – Phase 3 Digitize Family History Binders**

Cott Systems will electronically capture images. Portable media (external USB drive, thumb drive, CD/DVD) will be delivered with images in PDF format within a MS Windows directory. Customer may scroll through directory to documents and subsequent pages.

1. **Scanning Digitization Services.**
 - Family History Binders.
2. **Records Source.** Scanning at Cott Systems.
3. **Total Estimated Binders.** 175. (140) 3 ring binders, 35 bound binders.
4. **Requirements.**
 - Source documents provided by the Customer are assumed to be of usable quality, are complete and presented in sequence.
 - Binders will be transported to Cott for scanning. Once scanning is complete, binders will be returned to the customer.
 - Bound binders will be scanned as bound.
 - Cott will utilize digitizing settings that apply to the largest majority of the images during the data capture process.
 - Based on onsite examination on March 26, 2019.

Fees**\$14,895**

Pricing Authorized by:

Deborah A. Ball
Deborah A. Ball, Chief Executive Officer

Date 4/3/2019

PLEASE NOTE: The pricing in this offer is valid through 10/3/2019. After this date, this offer will be priced at the current rate.

SECTION 6:**Pricing – Phase 4 Digitize Lateral Files**

Cott Systems will electronically capture images. Portable media (external USB drive, thumb drive, CD/DVD) will be delivered with images in PDF format within a MS Windows directory. Customer may scroll through directory to documents and subsequent pages.

1. **Scanning Digitization Services.**
 - Family Files, Subject Files.
2. **Records Source.** Scanning at Cott Systems.
3. **Total Estimated Drawers.** File folders in four (4) lateral file drawers (12" x 40").
4. **Requirements.**
 - Source documents provided by the Customer are assumed to be of usable quality, are complete and presented in sequence.
 - Folders will be transported to Cott for scanning. Once scanning is complete, folders will be returned to the Customer.
 - Cott will utilize digitizing settings that apply to the largest majority of the images during the data capture process.
 - Based on onsite examination on March 26, 2019.

Fees**\$12,000**

Pricing Authorized by:

Deborah A. Ball
Deborah A. Ball, Chief Executive Officer

Date 4/3/2019

PLEASE NOTE: The pricing in this offer is valid through 10/3/2019. After this date, this offer will be priced at the current rate.



March 26, 2019

Ms. Jennifer Chancery
Owen County Public Library
1370 Highway 22 East
Owenton, KY 40359

Dear Ms. Jennifer Chancery,

Please find enclosed the proposal for the digitization (including image capture and processing) and creation of archival microfilm of the Owen County Public Library volumes. This proposal is presented by Kofile Technologies, Inc. (Kofile).

With Kofile, the County has access to the world's foremost microfilm experts, leaders, technology, and machines. Kofile works closely with Eastman Park Micrographics, Inc. (EPM)—as our parent company owns and operates it, and we share a facility. Kofile has completed numerous microfilm conversion projects for government records. All microfilming procedures are archival quality and produced according to AIIIM, NIST, and ANSI Standards. Our history in meeting precise records management requirements is exceptional.

The County is assured of the Best Value for any digitization and microfilm project, especially for those requiring legible images and addressing poor resolution and/or damaged originals. Because Kofile digitally images and processes images prior to producing microfilm, the County is assured of receiving the highest quality microfilm images and accurate blips/targets.

Kofile will follow all Kentucky Department for Libraries and Archives policies and regulations and agrees to have microfilm tested and approved by the department prior to payment authorization. Blipping standards will adhere to those set in the October 8, 1990 memo. All services will be provided within the term of the grant following the beginning of the 2019 fiscal year and subsequent availability of state funds. Turnaround is an estimated 12 weeks from production commencement.

Please do not hesitate to contact us if you have any questions.

Sincerely,

Tim Baumgardner

Tim Baumgardner
Tim.Baumgardner@kofile.us

rmh

PROJECT INVENTORY & ITEMIZED PRICING

Without a signed Agreement, prices are good for 90 days from the date of this proposal. Upon approval, pricing remains firm for the Agreement term. Billing will occur on actual counts based upon the unit pricing herein. The following table includes the project inventory and itemized pricing for items detailed in Attachment A of the Bid.

KEY **Format & Notes**
BD **Bound**

LL **Loose Leaf**

OWEN COUNTY, KY—SECTION I PROJECT INVENTORY & ITEMIZED PRICING					
DESCRIPTION	ROLL QTY.	PAGE COUNT	MICROFILM	UNIT PRICE	PRICE QUOTE
Digitize All Existing Microfilm	416	757,750	16 & 35 MM	\$0.47	\$356,142.50

OWEN COUNTY, KY—SECTION II—NO BID PROJECT INVENTORY & ITEMIZED PRICING						
DESCRIPTION	ROLL QTY.		PAGE COUNT	MICROFILM	UNIT PRICE	PRICE QUOTE
No Bid						

OWEN COUNTY, KY—SECTION III PROJECT INVENTORY & ITEMIZED PRICING						
DESCRIPTION	VOLUME QTY.	PAGE COUNT	FORMAT	SHEET SIZE	UNIT PRICE	PRICE QUOTE
Family History Binders	35	33,250	Bound	11 x 8½	\$1.00	\$33,250.00
Family History Binders	140	133,000	Loose Leaf	11 x 8½	\$0.46	\$61,180.00
TOTALS	175	166,250				\$94,430.00

OWEN COUNTY, KY—SECTION IV PROJECT INVENTORY & ITEMIZED PRICING						
DESCRIPTION	VOLUME QTY.	PAGE COUNT	FORMAT	SHEET SIZE	UNIT PRICE	PRICE QUOTE
Family Files (40" linear)		6,000	Loose Leaf	11 x 8½	\$0.39	\$2,340.00
Subject Files (40" linear)		6,000	Loose Leaf	11 x 8½	\$0.39	\$2,340.00
TOTALS		12,000				\$4,680.00

OWEN COUNTY, KY—SUMMARY PROJECT INVENTORY & ITEMIZED PRICING	
DESCRIPTION	PRICE QUOTE
Section I	\$356,142.50
Section II	No Bid
Section III	\$94,430.00
Section IV	\$4,680.00
TOTALS	\$455,252.50

OWEN COUNTY, KY—INDEXING PROJECT INVENTORY & ITEMIZED PRICING	
DESCRIPTION	UNIT PRICE
Indexing of Name	\$0.10

NOTE: Indexing will be billed upon actuals.

The inventory items will receive the following services as identified:

(IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Capture at a minimum of 300 dpi at 256 gray levels. Images accumulate as Group IV bi-tonal images as a standard TIFF or PDF.
- Kofile's IMAGE PERFECT application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Page Validation (Automated PG. Numbering for Validation).
- Annotations (Book, Volume, and Page) are electronically added on the digital image. Custom annotations are offered upon request.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Each image is certified and sight-verified during quality control.
- The County receives one MASTER COPY and a COPY of all digital images captured. Kofile can hold a security copy of the images for safe keeping.

(MM) Archival Microfilm—Blip Formatting & Film Creation

- Create archival 16 mm (215' roll) polyester base microfilm.
- All work will be performed in accordance with the Kentucky Department for Libraries and Archives policies and regulations.

Microfilm created in comic mode according to blipping instructions dated October 8, 1990.

- | | |
|---------|--|
| Targets | <ol style="list-style-type: none"> 1. Each Title Target gets a two-level blip. 2. Each Start of Retake and Start of Records Addition target gets at two-level blip. 3. No other target gets a blip. |
|---------|--|

- Pages/docs* 1. Each image/frame, including inserts and all indexes, gets a single-level blip.
2. Each Retake and Record Addition image/frame gets a single-level blip, whether the page or document is numbered or not.
3. When filming multiple images of the same page or document, put the blip only on the first image.
4. Blip documents after corrections.
- Photostats* 1. When filming Photostats, film the darker shot first in order to get the blip dark enough to be read on automated readers.
- Density* 1. The density of blips must be at least a .8 in order for them to be easily recognized by the reader-printer.
- Blip Location* 1. Place all blips at the leading edge of the image/frame in the lower left blip channel. The blip channel must be free of all other images.

CONDITION ASSESSMENT

A Kofile representative assessed the inventory for this project on-site. These volumes range from good to poor condition and are comprised of bound and loose-leaf manuscript (handwritten), typescript, negative Photostat, and photocopy pages. This condition assessment was conducted on March 20, 2019.

Owen County Historical Society
206 N. Main Street
Owenton, Kentucky 40359
502-484-2529

Owen County Public Library
1370 Highway 22 East
Owenton, Kentucky 40359
502-484-3450

April 11, 2019

Dear Ms. Chancery,

Thank you for reaching out to us. Your proposed project to digitize your historical and genealogical records looks promising and it aligns itself well with our own mission. We are both concerned with preserving Owen County's rich history and raising awareness of its importance in our community. Furthermore, it is exciting to know that our history will be available to everyone and anyone worldwide through digitization.

I am also encouraged to hear our resources will be safeguarded through this digitization project. Two copies are always better than one.

As we know your staff to be conscientious and proven advocates for lifelong learning, it would please us to support you in this endeavor in any way we can. We can provide volunteer hours and advice on prioritizing your selections for digitization.

Please let us know how we can be of assistance. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Larry Dale Perry". The signature is written in a cursive, flowing style with a large initial "L" and a long, sweeping underline.

Larry Dale Perry, President



April 10, 2018

To Whom It May Concern:

The Kentucky Historical Society is proud to support the Owen County Public Library's grant application to digitize the library's extensive local history collection. Because of Owen County's diverse and notable history, the digitization of this collection will preserve documents and public records related to several important eras from Kentucky's past.

The breadth and depth of this collection is impressive. Including court orders, mortgage books, tax records, deeds, historic newspapers, and more, the digitization of these materials will preserve the county's history and will help us better understand the complexity of Kentucky during the nineteenth and early twentieth centuries.

By making these records more accessible to the public, this digitization project will help researchers show the broad impact that one Kentucky county had over our state history. It will also help local organizations—including the Owen County Historical Society, the Owen County Public Library, and regional schools—improve their educational outreach and programming by making more local primary sources available to them.

Because this grant project will preserve important archival materials related to Kentucky's past and will make them more accessible, the Kentucky Historical Society is pleased to support the Owen County Public Library's grant application.

Sincerely,

A handwritten signature in black ink, appearing to read "Stuart W. Sanders", with a long, sweeping horizontal line extending to the right.

Stuart W. Sanders
History Advocate
Kentucky Historical Society
(502) 782-8083
stuart.sanders@ky.gov
